

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

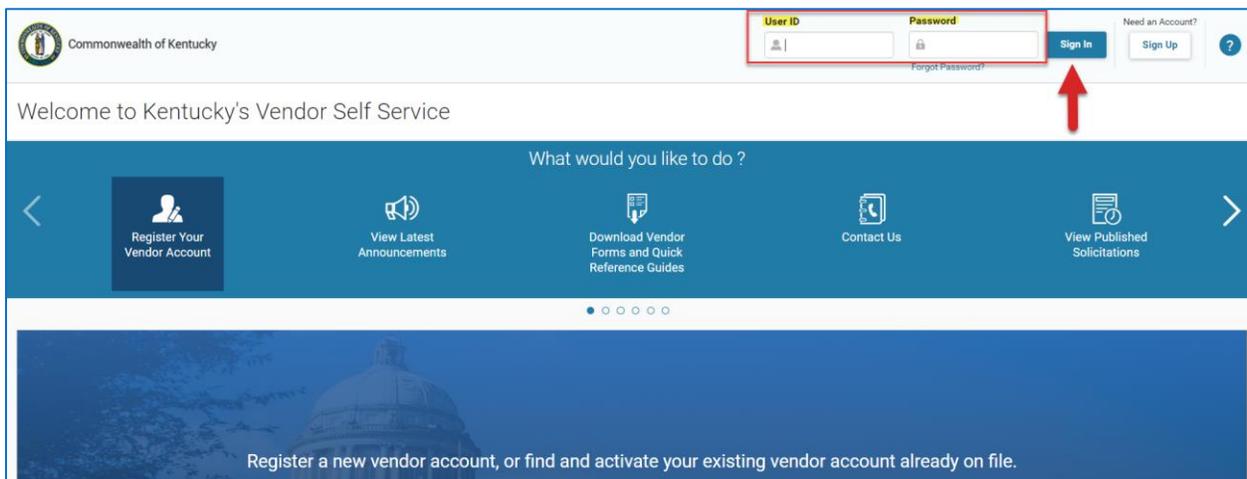
This quick reference guide demonstrates how to manage your account in the Kentucky Vendor Self Service (VSS) Application.

Kentucky Vendor Self Service can be accessed at: <https://vss.ky.gov>

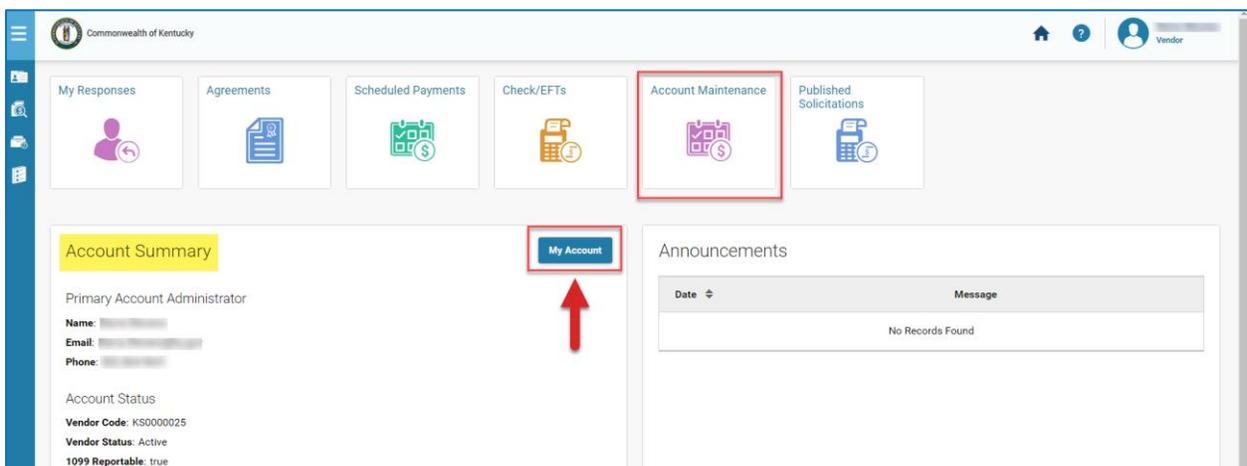
If you have technical issues or specific questions regarding the application, please reach out to the Finance Customer Resource Center at Finance.CRCGroup@ky.gov or by calling 877-973-HELP Monday through Friday, 8:00 a.m. to 4:30 p.m. (EST)

For Solicitation or Contract questions and support, contact the buyer listed on the Solicitation or Contract.

1. Go to <https://vss.ky.gov> and Sign In to Your Vendor Account

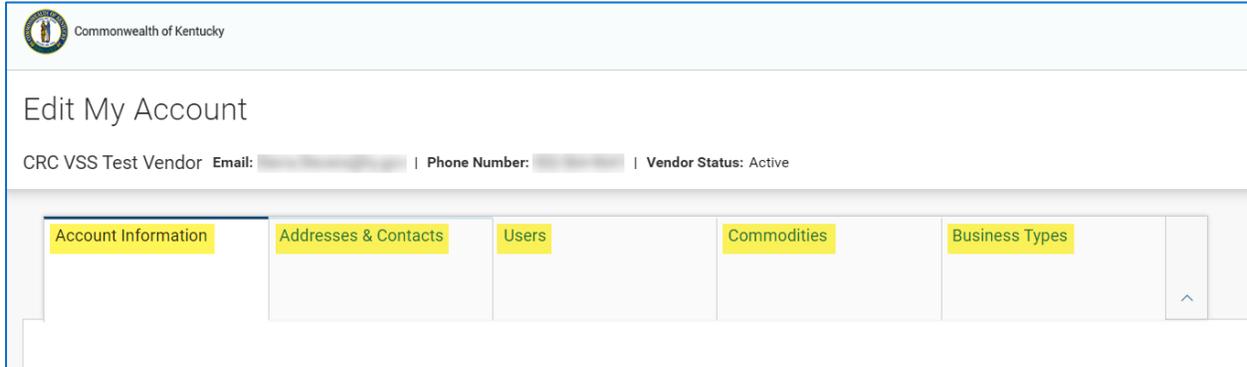


2. In the Account Summary, Click Account Maintenance or My Account



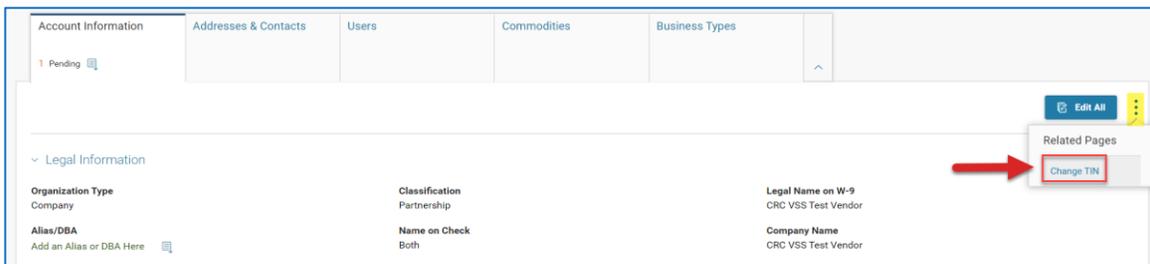
COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

3. On the **Edit My Account** Screen you will see the following tabs across the top of the page. **Click on any tab** to manage the information in that section.

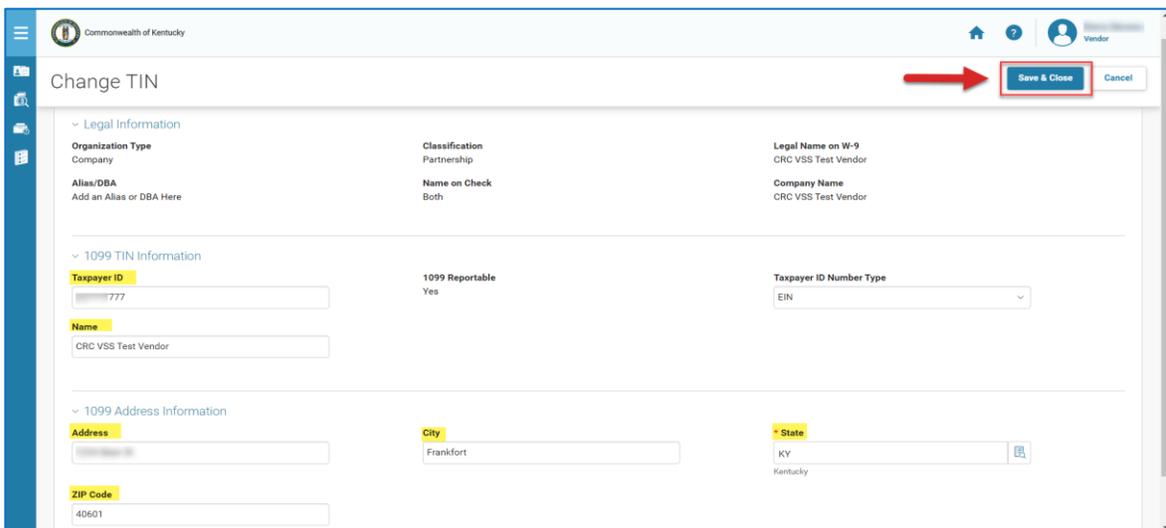


- Account Information** - Update Legal Name, 1099 Address and Organization Info
- Addresses & Contacts** - Add or Update Address & Contact Information
- Users** - Add, Edit or Delete Individuals who have Access to Your KY VSS Account
- Commodities** - Add or Delete Goods & Services Provided by Your Business
- Business Types** - Add or Delete types that Apply to Your Organization

4. Update **Taxpayer ID** or **1099 Address** - Click **3 Dot Menu** & Then **Change TIN**



Fields highlighted below are available for Update, click **Save & Close** once Complete



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Click **Submit** to Confirm Changes

Confirmation

Do you want to submit these changes to your account? On **Submit** the entered data will be **submitted** for review and approval . **Cancel** will take you back to page.

Submit Cancel

5. Update **Account Information** - Click **Edit All** to change Legal and Organization Info

Commonwealth of Kentucky

Vendor

Edit My Account

CRC VSS Test Vendor | Email: | Phone Number: | Vendor Status: Active

Edit All

Legal Information

Organization Type Company	Classification Partnership	Legal Name on W-9 CRC VSS Test Vendor
Alias/DBA -	Name on Check Both	Company Name CRC VSS Test Vendor

1099 TIN Information

Taxpayer ID 77777	1099 Reportable Yes	Taxpayer ID Number Type EIN
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1099 Address Information

Address	City Frankfort	State Kentucky
ZIP Code 40601		

Add An **Alias/DBA** or Change Your **Legal Name**, Click **Save**

Account Information | Addresses & Contacts | Users | Commodities | Business Types

Save Cancel

Legal Information

Organization Type Company	Classification Partnership	Legal Name on W-9 CRC VSS Test Vendor
Alias/DBA Add an Alias or DBA Here	Name on Check Both	Company Name CRC VSS Test Vendor

Click **Submit** on the Confirmation Window

Confirmation

Do you want to submit these changes to your account? On **Submit** the entered data will be **submitted** for review and approval . **Cancel** will take you back to page.

Submit Cancel

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

6. Update or Create **Addresses & Contacts**

To Update An Existing or Obsolete Address - Click **Addresses & Contacts** Tab
Click the **3 Dot Menu** Next to the Address you want to Update
Then Click **Edit**

Edit My Account
CRC VSS Test Vendor | Email: [REDACTED] | Phone Number: [REDACTED] | Vendor Status: Active

Account Information | **Addresses & Contacts** | Users | Commodities | Business Types

1 Pending

Addresses | Contacts

AD004 EAST MAIN STREET FRANKFORT, KY 40601 Edit	AD001 FRANKFORT RD FRANKFORT, KY 40601	AD007 JONES LANE FRANKFORT, KY 40601
---	--	--

Correct Needed Fields, Taking Note of which Address Types will be Affected
Click **Save & Close**

Edit Address **Save & Close** Add Address Type Cancel

Address: EAST MAIN STREET, FRANKFORT, KY, 40601 | Address used for: Payment, Account Administrator, Ordering

The change you make to this address will be reflected on the assigned address types below.

Assigned Address

* Street 1 EAST MAIN STREET	Street 2	* City FRANKFORT
* State/Province KY Kentucky	* ZIP/Postal Code 40601	County - Select -
* Country United States of America		
Phone 502-564-9641	Ext.	

To Add a New Address, Click **Address & Contacts** Tab, then Click **Create Address**

Edit My Account ← Back

CRC VSS Test Vendor | Email: [REDACTED] | Phone Number: [REDACTED] | Vendor Status: Active

Account Information | **Addresses & Contacts** | Users | Commodities | Business Types

1 Pending

Addresses | Contacts

Create Address

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Create New Address Continued:

Enter the Required Highlighted Fields within the **Create Address** Window
Then Click **Continue to Address Types**

Create Address

Continue to Address Types Cancel

Address

Street 1 * 123 Fun Times Ave

Street 2

City * Frankfort

State/Province * KY

ZIP/Postal Code * 40601

Country * United States of America

Phone * 502-123-4567 Ext.

Select the Correct **Address Type**:

Ordering Addresses are for Contracts & Purchase/Delivery Orders

Payment Addresses are where payments will be mailed when EFT is not utilized

Enter an **Active Date**

Choose a **Current Contact** or Create a **New Contact** Using the Fields Below

Note: **Default Should Be No**

- If new address is needed as default, update the existing default address first

Assign Address Type and Contact

Previous Save & Close Cancel

Address
123 Fun Times Ave, Frankfort, KY, 40601

Address Type	Active From	Active To	Contact Name	Default Address
Payment	MM/DD/YYYY	MM/DD/YYYY		No

Address Type Information Contact Information

Contact Title/Role

Email

Contact Phone Ext.

Alternate Phone Ext.

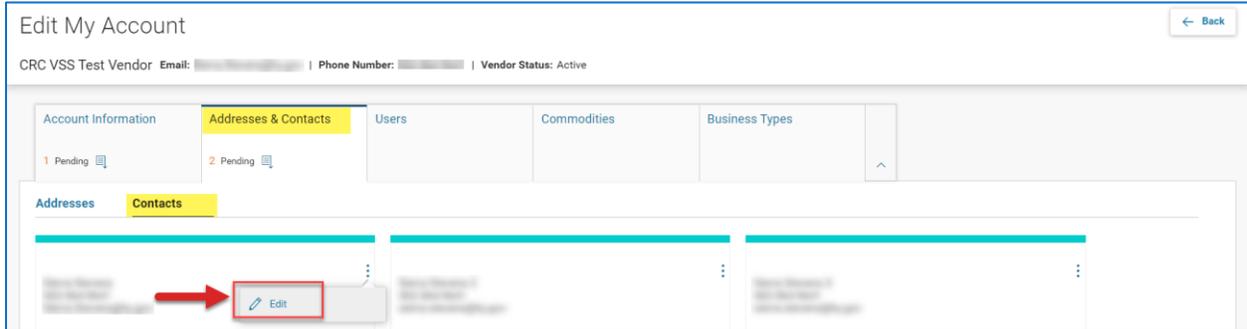
Fax

Authorized Representative

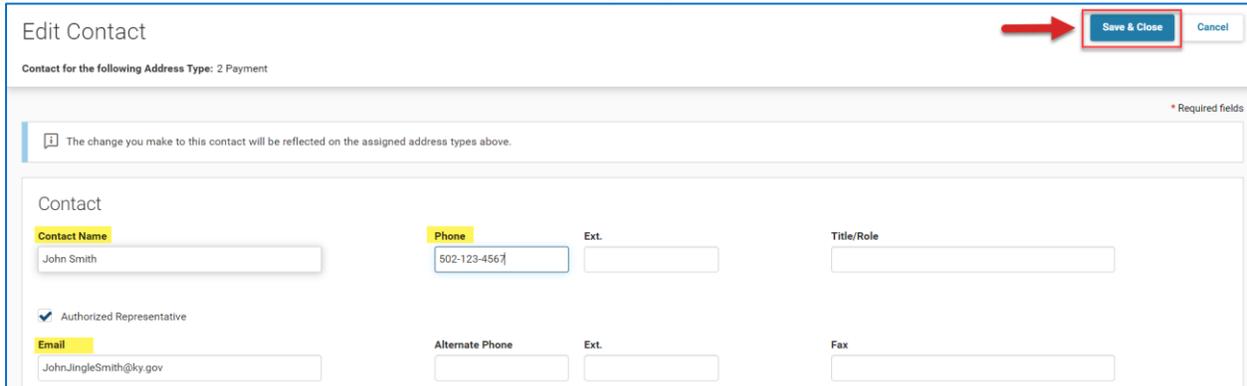
Click **Save & Close**

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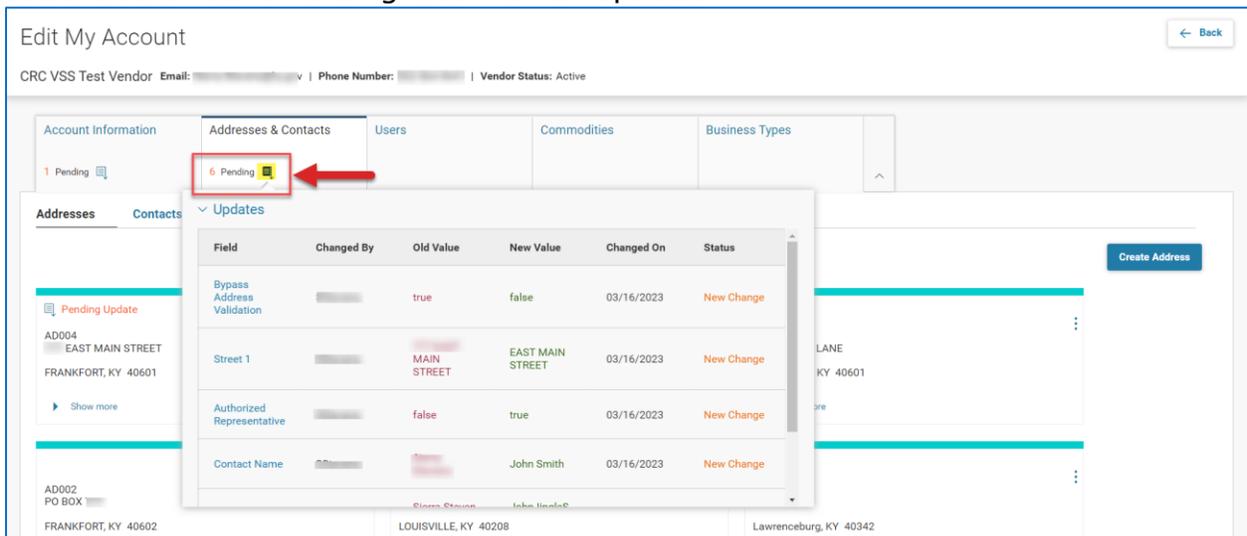
To **Update** a Contact, Click the **Addresses & Contacts** Tab, then **Contacts** Tab
Click the **3 Dot Menu** and Then Click **Edit**



On the **Edit Contact** screen, Update the Highlighted Fields and Click **Save & Close**



You can view **Pending Changes** on the Addresses & Contacts Screen
Use the scroll bar on the right to View all Updates



Pending Changes should be Approved within 1 Business Day

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

7. Add, Update or Delete Vendor Self Service **Users** – Click the **Users** Tab
Click **Add User** to Setup a New User Account

Edit My Account ← Back

CRC VSS Test Vendor Email: [redacted] | Phone Number: [redacted] | Vendor Status: Active

Account Information | Addresses & Contacts | **Users** | Commodities | Business Types

1 Pending | 6 Pending

Add User

Each Tab Below Will Need to Be Completed with the Highlighted Fields

Add User Save & Close Cancel

User Information * Required fields

On this page you can create a new user for your account. Click on all the tabs to view and fill in the required information. Click **Save** to save/validate any information already entered and click **Save & Close** to create new user. Click **Cancel** to exit and discard the record.

If you designate the new user as the **Primary Account Administrator** it will automatically de-select the user currently designated as the Primary Account Administrator. Designating the new user as **Locked** prevents them from accessing your VSS vendor account. This option allows you to set up users but prevent their access to VSS until they are unlocked.

Personal Information | Password | Email Notifications | Access Levels | Security Question Management | Dual Factor Authentication

* User ID
AbsoluteBest

* First Name
John

* Last Name
Smith

* Email
John.JingleSmith@ky.gov

* Re-enter Email
John.JingleSmith@ky.gov

* Phone
502-123-4567

Extension Fax

Click the **Password** Tab, Then Enter **Password** & **Confirm Password**

Personal Information | **Password** | Email Notifications | Access Levels | Security Question Management | Dual Factor Authentication

* Password
.....

Fair Password

* Confirm Password
.....

Click **Email Notificaitons**, Then Check Appropriate **Boxes**

Personal Information | Password | **Email Notifications** | Access Levels | Security Question Management | Dual Factor Authentication

Registration
 Account Maintenance
 Recent Financial Transactions

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

VSS User Creation Continued:

Click **Access Levels**, Select **Primary Access Level** as well as **Optional Access Levels**

Personal Information Password Email Notifications **Access Levels** Security Question Management Dual Factor Authentication

Primary Access Level

- Vendor Account Administrator**
Account Administrators have the ability to add users, assign access levels, and update account information. They also have the ability to view financial transactions, query tax information, and respond to solicitations.
- Full Access**
Full Access users have the ability to update vendor account information with the exception of individual user information. They can also view financial transactions. You can assign additional access to query tax information and/or respond to solicitations by checking the corresponding boxes to the right.
- Display Only**
Display Only allows users to view account information, financial transactions and business opportunities.

Optional Access Levels

- Create Solicitation Response**
This optional access level allows a user to create and modify a solicitation response. They will not be able to submit the response.
- Create & Submit Solicitation Response**
This optional access level allows a user to create, modify, withdraw and submit a solicitation response.
- Query Tax Information**
Query Tax Information will allow a user to view tax information for their account
- Vendor Community Users & Guests**
VSS USER

Click **Security Question Management**, Select a **Question** and Enter the **Answer Twice**

Personal Information Password Email Notifications Access Levels **Security Question Management** Dual Factor Authentication

* **Security Question (Required)**
What is your favorite color?

* **Security Answer (case sensitive)**
.....

* **Re-enter Security Answer**
.....

Click **Dual Factor Authenticaiton**, Setup is Optional, Enter **Email & Phone**

Add User **Save & Close** Cancel

User Information

On this page you can create a new user for your account. Click on all the tabs to view and fill in the required information. Click **Save** to save/validate any information already entered and click **Save & Close** to create new user. Click **Cancel** to exit and discard the record.

If you designate the new user as the **Primary Account Administrator** it will automatically de-select the user currently designated as the Primary Account Administrator. Designating the new user as **Locked** prevents them from accessing your VSS vendor account. This option allows you to set up users but prevent their access to VSS until they are unlocked.

Personal Information Password Email Notifications Access Levels Security Question Management **Dual Factor Authentication**

Registered Email
John.JingleSmith@ky.gov

Registered Phone
502-123-4567

Click **Save & Close**

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

To **Update** or **Delete** an Existing User, Click the **Users** Tab
From the **3 Dot Menu** adjacent to the User, Click **Edit** or **Delete**

Commonwealth of Kentucky

Sierra Stevens Vendor

Edit My Account

CRC VSS Test Vendor | Email: | Phone Number: | Vendor Status: Active

Account Information | Addresses & Contacts | **Users** | Commodities | Business Types

1 Pending | 6 Pending

Add User

Listed in the grid are all the users for your VSS account. You may add account users by selecting the **Add User** button. To edit/delete existing user information choose row level action next to the corresponding record.

1 - 7 of 7 Records | View per Page - 20 50 100 | Page 1 of 1

*User ID	*First Name	*Last Name	Access Level	*Account Status	
AbsoluteBest	John	Smith	Vendor Account Administrator	Active	
			Full Access	Active	 
			Full Access	Active	
			Full Access	Active	
			Full Access	Active	

If **Edit** is Chosen the Edit Window will appear, Navigate through **Tabs** to Update Fields
Click **Save & Close** once All Tabs are Updated Accordignly

Edit User

Save & Close | Cancel

User Information

Personal Information | Password Management | Email Notifications | Access Levels | Security Question Management | Dual Factor Authentication

User ID (case sensitive)
AbsoluteBest

* First Name: John | * Last Name: Smith

* Email: John.JingleSmith@ky.gov

* Phone: 502-123-4567 | Extension: | Fax: | 

Locked

If **Delete** is Chosen a Confirmation Screen will Appear
Click **Yes** to Permanently Delete User

Delete Confirmation

Are you sure you want to delete this record?

Clicking Yes will permanently delete the selected record/s.
Also, any data that is unsaved will also be deleted.

Yes | No

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

8. Add or Delete **Commodities**

Click **Commodities** Tab and Then Click **Add Commodity/Service**

Account Information | Addresses & Contacts | Users | **Commodities** | Business Types

1 Pending | 6 Pending

Add Commodity/Service

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the **Add Commodity/Service** button. To delete a commodity/service code, click the **Delete** button next to the record that you wish to delete.

Any request to add a new commodity/service code or delete an existing commodity/service code will be reviewed for approval.

My Commodity List

*Commodity/Service Code	Commodity Description	Status
No Records Found		

If You Know the Specific Commodity Codes, Enter Those (Separated by a Comma) in the **Commodity/Service Code Field**
Or Enter a Keyword in the **Commodity/Service Description**, Then Click **Search**

Find Commodity/Service Codes

Search

Commodity/Service Code:

Commodity/Service Description:

Search Reset

Search Results

Commodity/Service Code	Commodity/Service Description
<input checked="" type="checkbox"/> 02068	Mower, Center Mounted, and Tractor (See Class 515 for Lawn T
<input type="checkbox"/> 11033	Flat Belts, Automotive and Lawn Mower (Serpentine) Plain and
<input checked="" type="checkbox"/> 515	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FO
<input type="checkbox"/> 51506	Baggers and Catchers, Grass, Lawn Mower
<input type="checkbox"/> 51507	Blowers, Lawn, Power
<input type="checkbox"/> 51508	Carts, Lawn

OK Cancel

Check the Box Next to the Desired Codes and Click **OK** to Add Them to Your Account
Selecting a **3 digit Class Code** Subscribes You to all 5 Digit Codes within that Class

View Pending Additions under **My Commodity List**

My Commodity List

*Commodity/Service Code	Commodity Description	Status
11033	Flat Belts, Automotive and Lawn Mower (Serpentine) Plain and	Pending Addition
515	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FO	Pending Addition

COMMONWEALTH OF KENTUCKY ACCOUNT MAINTENANCE

A Complete Listing of Commodity Codes can be Found on the VSS Homepage under **Download Vendor Forms and Quick Reference Guides**

Commonwealth of Kentucky

User ID: Password: Sign In Need an Account? Sign Up ?

Welcome to Kentucky's Vendor Self Service

What would you like to do ?

- Register Your Vendor Account
- View Latest Announcements
- Download Vendor Forms and Quick Reference Guides**
- Contact Us
- View Published Solicitations

Vendor Forms and Quick Reference Guides

Form	Form Description
Authorization For Electronic Deposit.pdf	Authorization For Electronic Deposit.pdf
Commodity Code Listing.pdf	Commodity Code Listing.pdf

You Can Establish **EFT ACH Direct Deposit of Payments** for Your Vendor Account To Do So Download, Complete and Email Your **Authorization for Electronic Deposit** to Finance.CRCGroup@ky.gov

Commonwealth of Kentucky

User ID: Password: Sign In Need an Account? Sign Up ?

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Vendor Forms and Quick Reference Guides

Form	Form Description
Authorization For Electronic Deposit.pdf	Authorization For Electronic Deposit.pdf
Commodity Code Listing.pdf	Commodity Code Listing.pdf

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